

Business Center

Q) How can I tell if an employee is in a 9-month deferred status?

A) The Employee Subgroup field

Q) Do 9-month faculty get paid 12 months of the year?

A) Yes

Q) How does the payroll cycle differ from the appointment period?

A) The payroll year follows the fiscal year (July – June). While the appointment period typically follows the academic year (August – May).

Q) Can a transition from 9 month to 12 month or 12 month to 9 month occur at any point in the year?

A) Not easily (refer to last question). Transitions should occur July 1. The next smoothest transition date would be January 1.

Q) Can a new hire start at any point in the year?

A) A new 9-month faculty hire should begin on either 7/1 or 8/1. 7/1 is the smoothest hire date. If they start in <u>August</u> then for the first year the salary will be distributed over <u>11 months</u> instead of 12. This means the monthly amount for the first year will be a bit <u>higher</u> than following years, when the salary is distributed over 12 months. <u>This should be explained in the offer letter, to help avoid confusion</u>.

Q) Do they accrue vacation?

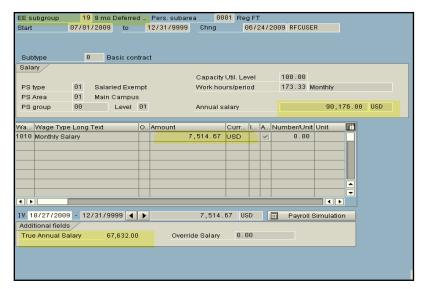
A) No

Q) Does terminal vacation need to be processed?

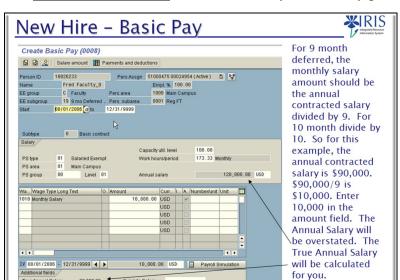
A) No

Q) The annual salary looks strange in SAP, where can I find an accurate salary?

A) Their Annual Salary field is not a representation of the actual annual salary.







The <u>True Annual Salary</u> reflects what they are actually paid:

The amount they actually receive each month would be their <u>True Annual Salary</u> (their contracted amount) divided by 12. That is assuming that the start date was 7/1.

O) How should an unpaid or partial paid leave be processed?

A) If going on an extended leave without pay or with partial pay, such as sabbatical, multiple personnel actions will be required to ensure the payroll is correct. Keeping in mind that the deferred payroll follows the fiscal year, when 9-month faculty enter into a leave without pay or partial pay their assignment should be updated to 12 months for that period of time, and then the updated leave action/pay change can be processed. Once returning from leave, the transition can be made back to 9-month payroll.

Q) What Separation date should be used?

A) Keeping in mind that the deferred payroll follows the fiscal year (see above Payroll vs. Appointment Period question), in most cases, when working through the academic year, the separation date should be 7/1 to ensure the full payment for the year is received.

Q) How are summer supplement payments processed?

A) To request a summer supplement payment, the department should submit a **Faculty Summer Supplement Request Form**.

O) How should an additional payment (award, overload, etc.) be processed?

A) All faculty additional payments should always be processed <u>on the primary assignment</u>. For additional details please review the <u>SOP</u>.